

**Guru Nanak Dev Engineering College, Ludhiana
(Civil Engineering Department)**

Notice

1. Internal viva-voce examination of “**Industrial Training**” for Civil Engineering Students (Batch 2015-19) – 7th Semester will be held as per the following schedule. All students are required to make individual power point presentations and should carry individual reports and presentations.

Date (Time)	Venue	University Roll Number
24/12/18 (9:00 am to 5:00 pm)	TCC Seminar Hall	1507456, 1507481, 1507520, 1507514, 1507476, 1606608, 1606611, 1606612, 1606619, 1508207, 1507480, 1507503, 1507495, 1507536, 1507502, 1507507, 1507440
	Room No. G1	1507467, 1507478, 1606621, 1507525, 1507537, 1507465, 1606623, 1507479, 1507488, 1606603, 1606610, 1606620, 1606627, 1606604, 1606596, 1606597, 1606605
	Departmental Library	1507366, 1507387, 1507490, 1507496, 1507530, 1542609, 1606590, 1507558, 1507498, 1507515, 1606626, 1507477, 1507487, 1507464, 1507492, 1606607, 1507471
26/12/18 (9:00 am to 5:00 pm)	TCC Seminar Hall	1606622, 1507484, 1606609, 1507518, 1507513, 1507527, 1606625, 1507486, 1507509, 1507531, 1507494, 1507522, 1507535, 1507475, 1507501, 1606616, 1606606
	Room No. G1	1507534, 1507482, 1507512, 1507365, 1507485, 1507877, 1507350, 1507483, 1507489, 1606584, 1507367, 1507493, 1606617, 1507526, 1507508, 1507500, 1507389
	Departmental Library	1507351, 1507521, 1507459, 1507517, 1542619, 1507470, 1507510, 1507463, 1507529, 1507453, 1606628, 1507469, 1507473, 1507523, 1606595, 1507519, 1507524

2. All students shall come ready with following documents:
 - a. Final report including certificate from trainer (The certificate shall not be loose but bound in the report)
 - b. Daily diary

No student will be allowed to appear in internal viva-voce examination without above mentioned documents.

Items to be included in the report are:

- a) Detail of the student
- b) Brief detail of the company
- c) Detail of the project (including its status when you joined and left)
- d) Role and responsibilities assigned to you
- e) Detail of the actual work that you did at the project/training place

Note: The report shall be signed by the concerned 'Training In-charge at Project/Training Place'. Unsigned reports will not be considered for evaluation.

Note: We are interested to know through your report what you have done during training. Do not make previous year reports as the basis of your report. Also, do not include unnecessary items/photographs/theory in the report and mention only those things that you have done/learnt at the training place.

Note: Check the report thoroughly for any grammatical/spelling mistakes before submitting.

The format of the report shall be uniform throughout as per the following guidelines:

- | | | |
|--------------------------------|---|------------------------------------|
| a) Font type | : | Times New Roman |
| b) Font size (for heading) | : | 14 (Bold) |
| c) Font size (for sub-heading) | : | 12 (Bold) |
| d) Font size (for text) | : | 12 (Normal) |
| e) Page size | : | A4 |
| f) Margins (Top/Bottom/Sides) | : | 1" |
| g) Line spacing | : | 1.5 lines |
| h) Text alignment | : | Justify |
| i) Page numbering | : | Bottom middle |
| j) Pictures/Photographs | : | Normal (and not skewed or twisted) |

NOTE: External Viva-Voce Examination of "**Industrial Training**" will be held on 28th December, 2018 (0900 hrs onward) in Structure Lab.

Charnjeet Singh
Coordinator, T&P,
Civil Engineering Department

- CC: i) College notice board
ii) Department notice board
iii) All hostel notice boards
iv) e-notice board (Deptt. web site)